

October 24, 2016 (Updated November 3, 2016)

Announcement 1256

## **Attention All Providers: New Form for Requesting Termination of Service with Existing Provider**

A new form has been created to terminate a recipient's service with an existing provider to allow the recipient to start services with a new provider, and allow the new provider to submit a prior authorization request. Form FA-29A (Request for Termination of Service) can be submitted effective immediately and is posted on the [Providers Forms](#) webpage. All fields must be complete with requested information and signatures. The new provider completes the form and submits the form online with the request for prior authorization. The recipient must complete and sign the Recipient Information section of the form.

This announcement (Web Announcement 1256) does not apply to Personal Care Services (PCS) providers. PCS providers must complete the new FA-24T (Personal Care Services Recipient Request for Provider Transfer) to transfer a recipient to a new PCS provider. Please see [Web Announcement 1220](#) and [Web Announcement 1252](#) for additional information.